



Trust Management Service Group Corp.
Community Associations
Condo Conversions
Commercial and Residential Properties

8051 WEST 24TH AVE SUITE # 10 HIALEAH FL 33016 PHONE: 305-827-7666

RENTAL APPLICATION

APPLICATIONS GENERALLY: The following applies to any real estate transaction involving the sale or transfer to any condominium or homeowners' association unit.

PLEASE READ CAREFULLY AS THE SCREENING APPLICATION WILL NOT BE PROCESSED UNLESS THE FOLLOWING ITEMS ARE ATTACHED:

- **NON-REFUNDABLE APPLICATION FEE \$150.00 "HUSBAND & WIFE" ANY OTHER ADULT MUST PAY AN ADDITIONAL \$50.00 (EACH) PAYABLE TO: TRUST MANAGEMENT SERVICES. THAT NONE OF THE FEES ARE REFUNDABLE AFTER PRESENTING APPLICATION****
- **THE ASSOCIATION REQUIRED A TRANSFER FEE FOR \$100.00 PAYABLE TO THE CONDOMINIUM**
- **A COPY OF THE PURCHASE CONTRACT**
- **COPY OF DRIVER LICENSE FOR EACH PERSON OVER THE AGE OF 18.**
- **EMPLOYMENT LETTER FOR EACH PERSON OR A COPY OF THE TWO MOST RECENT PAY STUBS.**
- **TWO REFERENCE LETTERS FOR EACH PERSON OVER THE AGE OF 18.**
- **THE ASSOCIATION REQUIRED A UNIFORM LEASE TO BE UTILIZED FOR THE TRANSFER OF PROPERTY**

NOTE Applications will be received Monday -Friday from 9:00am to 1:00pm**

It is the OWNERS responsibility to provide you a copy of the Rules and Regulations of Condominium and gate control, mailbox keys and The Declaration of Condominium encompasses all of the association's rules and regulations, as well as other important specifics regarding your community.

***APPLICANT:** This authorization form will be used to obtain and verify information with your employers, banks, and financial institutions and credit organizations; thus, a consensus signature is required.

***Suggested Approval Criteria: Approval** – No felony or misdemeanor convictions within 10 years of application, unless sealed or expunged, with full restoration of civil rights. Instances in which the applicant pled nolo contendere maybe treated as a conviction if the applicant was required to perform community services, pay restitution or court cost, or serve supervised probation, credit score of 650 or higher. All of the above but credit score of between 550 and 649 will be or not approval with conditions.

AUTOMATIC DENIAL: Felony or misdemeanor convictions, within 10 years of application unless sealed or expunged with full restoration of civil rights, required to register as a sex offender under Florida law. Credit score of less than 550.

Trust Management Service Group Corp. is a management company for the community association you are applying for. We receive and process all information with regards to the sale, transfer or lease of a unit. Once we receive the complete application (including payment and necessary documentation) we investigate the information you provided. We comprise the findings on a report, which is given to the Board of Directors along with your application package. If all requirements are met, the Board of Directors will sign a Certificate of Approval.

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11/01/2024

INSTRUCTIONS FOR APPLICATIONS DROP OFF:

1. Please review that all required documentation is complete prior to drop off.
2. Please check that you have all required payments complete.
3. Payments for deposits or transfers to the condominiums are only accepted by check or money-order, not cash.
4. If you are making the payment in cash (only for the process services, not payments to the condominiums) please wait to collect your receipt.
5. If the documents and payments are correct and complete, deposit the application in the assigned mailbox inside the office and you will be notified when the process is complete.
6. If the application is incorrect, you will be notified through the email you informed. The process will not begin until all the requirements are complete.
7. The time for the delivery of the applications will be from MONDAY-FRIDAY 9:00am – 1:00pm. If you deposit it in the mailbox after that time it will be registered the next business day.

If you have any questions, please email: customerinfo@trustmgt.net

INSTRUCCIONES PARA LA ENTREGA DE APLICACIONES

1. Por favor revise que toda la documentación requerida este completa antes de la entrega.
2. Por favor revise que tenga todos los pagos requeridos completos.
3. Los pagos por depósitos o transferencia a los condominios solo se aceptan en cheques o money-order, No Efectivo.
4. Si Usted está realizando el pago en efectivo (solo por el servicio del proceso no el pago a los condominios) por favor espere a recoger su recibo.
5. Si los documentos y los pagos están correctos y completos, deposite la aplicación en el buzón asignado adentro de la oficina y se le avisara cuando el proceso este completo.
6. Si la aplicación esta incorrecta se le avisara a través del email que usted informo y el proceso no comenzara hasta que no esté completo todos los requisitos
7. El horario para la entrega de las aplicaciones será de LUNES-VIERNES 9:00am –1:00pm, si lo deposita en el buzón después de ese horario se registrará al próximo día laborable

Si tiene una pregunta envíe un correo electrónico: customerinfo@trustmgt.net